

NACDEP Executive Committee Meeting Minutes, August 13, 2010

Meeting via conference call (freeconference.com)

Meeting called to order by Deborah Tootle, President, at 12:35 Central time. Also attending were: Tim Borich, Steve Burr, Paulette Cooper, Gary Green, Ed Jones, Winifred McGee, and Greg Davis. Not attending: Michael Darger, and Harry Crissy.

Meeting Agenda

The meeting agenda proposed by Deb was accepted on a motion by Tim, second by Gary, and carried.

Approval of Meeting Minutes

Meeting minutes from the July 9, 2010 conference call as presented by Michael Darger, Secretary, were accepted on a motion by Steve, second by Gary, and carried.

Acceptance of Treasurer's Report

Greg Davis, Treasurer, presented an update since our last meeting. A motion to accept made by Ed, second by Steve, and carried.

Updates from the NACDEP Regions

Northeast. Winifred McGee, Northeast Region Rep. No report

North Central. Gary Green, North Central Region Rep. National search failed to yield a new director. Scott Loveridge is now being interviewed to serve as the full time director.

Southern. No report.

1890. No report.

West. Steve Burr, West Region Rep. 2011 National Extension Tourism conference being hosted in Charleston after NACDEP. UGA Kent Wolfe may serve as chair. Contract will be signed soon for approximately 90 conference participants. 2012 NACDEP Conference will be in the West.

Committee Reports

2011 Conference Committee. Harry Chrissy is co-chairing the committee which meets every other Friday via conference call. UMN Cynthia Messer has been very helpful. An RFP for papers should go out in the next couple of weeks. A second reminder email to the members should be going out soon, focusing on location and theme. Five tracks are envisioned, Tourism and Economic Development will be combined into one track; Innovative and alternatively funded programs track is a possible new track; Working with diverse populations track is also being considered. The committee has not yet determined the Keynote speaker. The membership should see a lot of activity in the next month ahead. Budget should be close to the 2010 conference budget figures. Steve Burr and Beverly Stencil from UWEX were added to the committee. The conference theme is yet to be formalized.

Committee Reports (continued)

Communication & Website. Tim reported that the communications and website committee has yet to meet. A grad student at Iowa State is working to revamp the look of the site and hopes to have the options ready to share with the Board at the Kansas City meeting for review.

Other Committee updates. Deb reported that chair assignments were shared with the membership. Chairs were asked to submit a draft charge by the end of August. Some (e.g. Audit and Finance) have already put forth their objectives. Deb also indicated that Hank Cothran forwarded a draft charge for the position of Historian. We agreed to review and discuss this face to face when we meet next.

Old Business

Budget. Greg Davis reported that the NACDEP figures have fluctuated since 2005 when we began to keep detailed financial records. Generally speaking, we have enjoyed higher income than budgeted figures and actual expenses have fallen relatively close to budgeted figures. Deb indicated we really need to consider our financial situation as we move forward with hiring an Association Manager. Greg indicated that custom reports are easily generated using Quickbooks and invited members to reflect on the financial summary that was generated and forward specific income/expense questions to him.

Association Manager Discussion. Michael Darger, chair of the search committee, was unavailable to participate. Steve Burr provided the following update. 10 applications were submitted. 4 were identified for initial telephone interview. Search discussed the 4 during teleconference on Aug 5. Two finalists, Professional Admin Resources and Accent on Management, were identified. August 23 is the final interview with each candidate (75 mins each). References are being contacted for each. The committee hoped to finalize the hire at the Board Retreat and include them in the Retreat.

Executive Committee Retreat. Deb indicated that the originally held Sept 14-15 dates may come too soon for us to be fully prepared. She will send possible later dates in October.

New Business

Mid-year Report. Michael will glean past meeting minutes to synthesize report material for a membership report AND send a reminder email to the Executive Committee for pertinent report content.

Discussion with CDS. Dick Senese offered to chair an ad hoc committee of NACDEP and CDS members interested in discussing how organizations like ours can partner to offer increased value to our members.

Meeting adjourned around 1:32 p.m., Central time.

Respectfully submitted,

Gregory Davis, Treasurer
in absence of
Michael Darger, Secretary

